

| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
|---|----------------|------------|-------------|
| 1. | EO/DDA | <i>mye</i> | <i>119</i> |
| 2. | Actg DD/A | <i>H</i> | <i>1-21</i> |
| 3. | <i>forward</i> | | |
| 4. | | | |
| 5. | | | |

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

Bill -

Attached are three memoranda--to OTE, to OC, and to your SSA--implementing DDCI actions resulting from the recent IG review of Agency cover. You will note in each memorandum that we have asked that material being prepared for the DDCI arrive in your office such that you have sufficient time for review.

I am available to discuss this with you at your convenience.

TERRY
Terry

Bill Terry has made the changes you suggested
Mane

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|--|---|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| <div style="border: 1px solid black; width: 150px; height: 20px;"></div> Chief, Management Staff, DDA | 7C18 Hqs |
| | Phone No. <div style="border: 1px solid black; width: 80px; height: 20px;"></div> |

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☆ U. S. GPO: 1978-0-261-647 3354

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

21 JAN 1981

DD/A REGISTRY

FILE: 0-M-2-1

MEMORANDUM FOR: Director of Security

FROM: William N. Hart
Acting Deputy Director for AdministrationSUBJECT: Recommendations of Inspector General's
Report on Agency Cover

1. Attached is a copy of the DDCI memorandum which assigns action for several of the recommendations resulting from the recent Inspector General's review of Agency cover. Also attached are the extracts from the inspection report that relate to each recommendation. In some cases, DDA offices or staffs have the lead; in others, we are asked to work in conjunction with other Agency components. For each recommendation, an action due date is cited. ☐ 25X1

2. OS action items include:

- Total responsibility for recommendation 6, with final reporting due to the DDCI by 15 February 1981.
- Participation with the DDO/CCS on recommendation 7, with reporting due to the DDCI by 15 March 1981.
- Participation with OTE and others on recommendations 15 and 18, with interim reporting due to the DDCI by 30 March 1981. ☐ 25X1

3. Please forward your reports on each of these items to me three (3) days prior to the DDCI deadline so that I may review them. In those cases where you do not have the lead for reporting on a recommendation, I would also like a short report on the results of your participation in the effort, again, prior to the DDCI deadline. ☐ 25X1

/s/ William N. Hart

William N. Hart

Attachments:
As Stated

STAT

SECRET

25X1 DDA/MS/ [REDACTED] (16 Jan 81)

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SECRET

21 JAN 1981

MEMORANDUM FOR: Acting Director of Training & Education

FROM: William N. Hart
Acting Deputy Director for Administration

SUBJECT: Recommendations of Inspector General's
Report on Agency Cover

1. Attached is a copy of the DDCI memorandum which assigns action for several of the recommendations resulting from the recent Inspector General's review of Agency cover. Also attached are the extracts from the inspection report that relate to each recommendation. In some cases, DDA offices or staffs have the lead; in others, we are asked to work in conjunction with other Agency components. For each recommendation, an action due date is cited. ☐ 25X1

2. OTE action includes:

-- Responsibility for the lead on recommendations 15 and 18, with interim reporting due to the DDCI by 30 March 1981. ☐ 25X1

3. Please forward your reports on each of these items to me three (3) days prior to the DDCI deadline so that I may review them. ☐

/s/ William N. Hart
William N. Hart

Attachments:
As Stated

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25X1 DDA/MS/ [REDACTED] (16 Jan 81)

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SECRET

21 JAN 1981

MEMORANDUM FOR: Special Support Assistant/DDA

FROM: William N. Hart
Acting Deputy Director for Administration

SUBJECT: Recommendations of Inspector General's
Report on Agency Cover

1. Attached is a copy of the DDCI memorandum which assigns action for several of the recommendations resulting from the recent Inspector General's review of Agency cover. Also attached are the extracts from the inspection report that relate to each recommendation. In some cases, DDA offices or staffs have the lead; in others, we are asked to work in conjunction with other Agency components. For each recommendation, an action due date is cited. ☐ 25X1

2. SSA action items include:

- Participation with the DDO on recommendation 1, with at least interim reporting to the DDCI by 30 March 1981.
- Responsibility for the lead on recommendation 19. This is an ongoing action item. I suggest periodic reporting to the DDCI, with your first report prior to 30 March 1981. You are responsible for keeping the Office of Logistics appropriately involved. ☐ 25X1

3. Please forward your reports on each of these items to me three (3) days prior to the DDCI deadline so that I may review them. In those cases where you do not have the lead for reporting on a recommendation, I would also like a short report on the results of your participation in the effort, again, prior to the DDCI deadline. ☐ 25X1

/s/ William N. Hart

William N. Hart

Attachments:
As Stated

STAT

cc: Director of Logistics

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25X1 DDA/MS/ [REDACTED] (16 Jan 81)

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